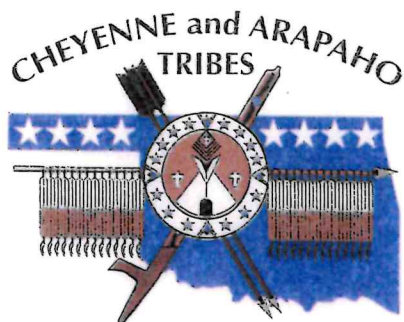


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

***VACANCY ANNOUNCEMENT ***

POSITION: Fleet Inventory-GPS Specialist

PROGRAM: Fleet Management Program

DEPARTMENT: Transportation

EMPLOYMENT STATUS: Full-Time, Permanent/Non-Exempt

LOCATION: Roads Office, Concho Reserve

ISSUE DATE: April 21, 2022

CLOSING DATE: Until Filled

DUTES & RESPONSIBILITIES: The Fleet Inventory/GPS Specialist shall work under the direct supervision of the FMP Director of the Fleet Management Program (FMP) within the Department of Transportation. The Fleet Inventory/GPS Specialist shall assist the FMP Director in the management of all program motor vehicles, or fleet, and/or equipment assigned to the Fleet Management Program, to ensure their safe use and operation by Tribal employees. The Fleet Inventory/GPS (Geographical Positioning Systems) Specialist will be responsible for managing the GPS mapping and reporting of Tribal vehicles, trailers and other equipment assigned to the Fleet Management Program. The Fleet Inventory/GPS Specialist shall be relied on to assist in the update of Tribal Fleet Management Guidelines, and to provide safe, reliable, low cost solutions to ensure effective and efficient management of all vehicles, trailers, or equipment owned and/or leased by the Tribes. The Fleet Inventory/GPS Specialist must become familiar with the fleet management plans and requirements to assist in the development of useful life benchmarks of vehicles, develop maintenance schedules, justify vehicle selection for established use, procure as per applicable tribal or federal requirements, and assist the FMP Director in the necessary inclusion and/or updates for a Tribal fleet management plan and/or asset management plan. The Fleet Inventory/GPS Specialist will be required to implement preventative maintenance measures, protocols, and standards to safeguard tribal vehicles, develop preventative maintenance schedules based on vehicle types and needs, review and assess maintenance, mileage and/or hour logs to ensure accurate records of use, and establish protocols for incident management specifically related to the effective management and disposal of fleet. The Fleet Inventory/GPS Specialist shall ensure all vehicles, trailers and other equipment are maintained, stored, and serviced according to maintenance guidelines. The Fleet Inventory/GPS Specialist shall maintain accurate logs of all vehicles, trailers, and equipment for inventory, maintenance, fuel, passenger

logs, and driver logs. The Fleet Inventory/GPS Specialist shall be responsible for completing incident reports should damage be discovered upon check-in of Tribal property. The Fleet Inventory/GPS Specialist will assist the FMP Director with basic automotive procedures including jump starting vehicles, checking tire pressure, changing windshield wipers, and vehicle inspections. The Fleet Inventory/GPS Specialist will be responsible for retrieving auto parts and tires from local auto shops and will assist in delivery of vehicles, trailers, or other equipment to window/glass repair shops. The Fleet Inventory/GPS Specialist must utilize established vendor accounts to ensure cost effectiveness in the performance of preventative maintenance needs and maintain service provider relationships. The Fleet Inventory/GPS Specialist:

- Must be familiar and able to use various office equipment, including desktop computer, printer, copier and fax machines, typewriters, plotter, and laminator to perform general office duties, including filing, typing, and data entry;
- Must maintain an adequate record-keeping system to ensure collection, retention, and reporting to further safeguard and protect documents to ensure confidentiality for various aspects of Fleet Management and shall be accountable data collection, vehicle use logs, and report files;
- Must notify the Insurance Specialist of any vehicle damages to assist in the completion of any insurance claims;
- Must assist to manage the scheduling of vehicle repair and maintenance to ensure safety, reliability, and availability of vehicles to ensure an effective organization and efficient protocol that does not interrupt the delivery of program services;
- Recommend performance measure criteria for vehicle maintenance, fueling, cleaning, and monitor and report performance measurement statistics for vehicle maintenance, fueling, safety, and cleaning;
- Must communicate effectively with other various programs/departments to collaborate and/or coordinate fleet management tasks, goals, and objectives
- Must communicate clearly to other professions and/or the general public in a polite, diplomatic, and professional manner as a customer service responsibility;
- Must adhere to the Tribes' Property and Supply Policies to manage and safeguard any and all Tribal property in the performance of duties (i.e. vehicle usage logs, maintenance logs, incident reports, etc.);
- Must become familiar with the Tribes' Procurement Policies and Procedures to ensure compliance in the purchase of materials, supplies, and services;
- Must be willing to perform basic maintenance duties such as jump starting vehicles, changing and charging vehicle batteries, checking tire pressure, installing wiper blades, checking oil and fluid levels.
- Must be willing to perform light maintenance duties, such as vacuuming, dusting, sweeping, mopping, cleaning windows and disposal of waste properly to some heavy maintenance duties such as spray washing vehicles to ensure clean appearance of immediate workspace, vehicles, and equipment to safeguard the integrity of designated office space, building space, vehicles, and/or equipment;
- Must be willing to work in the elements of nature (i.e. weather, terrain, etc.) and subjected to working conditions (able to lift a minimum of 50 pounds to load and unload supplies,

be physically fit to get in, under, above, below, on top of vehicle and/or equipment parts such as the engine) to perform duties in the assignment of pre- and post-inspections, maintenance checks, tire checks, etc. to assess and manage fleet of tribal vehicles;

- Must be willing to complete Vehicle Maintenance Management and Inspection (VMMI) training program or similar certification;
- Must be willing to complete Occupational Safety and Health Administration (OSHA) 10-hour Training applicable to assist in identifying, reducing, eliminating and reporting hazards associated with management and operation of fleet to develop, implement, and adopt safety guidelines to ensure compliance with applicable safety protocols and procedures;
- Must meet driver requirements and able to operate all vehicles in a safe manner;
- Must be able to oversee global positioning systems (GPS) equipment installation, recording, and maintenance duties according to safety and service regulations;
- Must adhere to the Tribes' established protocols, procedures and guidelines with respect to the Coronavirus and may be subjected to specific requirement in the event of an Executive Order;
- Must be willing to perform additional duties in the absence of the FMP Director and/or as assigned by the Executive Director;

QUALIFICATIONS: The Fleet Inventory/GPS Specialist position requires a responsible individual who is able to work independently with little supervision and perform duties as assigned. Incumbent should be able to follow directions and communicate effectively both orally and in writing. Applicant should possess clerical skills, such as typing and ten-key, and should possess some knowledge in the use of Microsoft Office software (i.e. Word, Excel, Access, Powerpoint, Outlook) and GPS fleet management and/or asset management software and reporting tools. Applicant must have the ability to analyze problems and resolve them diplomatically, professionally, and quickly. The Fleet Inventory/GPS Specialist must be able to demonstrate computer skills and/or knowledge in order to maintain communication, data collection and maintain database, completion of reports, and development of presentations to document and record plans of actions for fleet management aspects. The Fleet Inventory/GPS Specialist requires an individual able to demonstrate initiative in assuming responsibilities, able to answer routine questions pertaining to the Fleet Management Program, able to disseminate information while maintaining confidentiality, and ensure compliance with occupational safety (OSHA) measures. Must be able to multi-task to ensure productiveness in duties and assignments.

Knowledge in asset management, fleet management, fuel efficiency, and auto mechanics desired but not required. Minimum education requirement is a High School diploma or GED Certification. Some college and/or vocational technology courses in the field of auto mechanics and/or asset management is also desired and a certification in Vehicle Maintenance Management and Inspection (VMMI) is preferred but not required. Years of experience may be acceptable to be equivalent to the education and experience requirements. Must be willing and able to attend various training and/or certification programs as directly related to job duties and responsibilities. Applicant must be insurable and will be required to provide a current Motor Vehicle Report (MVR)

from the Oklahoma Department of Public Safety (DPS) and must possess a current Oklahoma State Driver's License. Incumbent will be subjected to pre-hire drug and alcohol screen/test, COVID-19 tests, and a background check.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov